



Career Services Program
Stop Payment

Date _____

Client Name: _____

Address: _____

Your Career Services cash benefits will stop effective _____. You aren't eligible because of the following reason:

- You aren't working at least 30 hours a week in unsubsidized employment.
- You aren't living in Washington.
- Your checks were returned from the post office as undeliverable.

See Washington Administrative Code: [WAC 388-458-0040](#)

If you feel our information is wrong or you return to work, you may call 1-800-339-3981 to talk to a Career Services Program counselor.

The worker can:

- Explain the rules and answer any questions.
- Verify your eligibility for the program.
- Assist you with the appeal process.
- Provide job placement services.
- Reinstate you in the program if you obtain a new job within the same month.

Career Services Program Counselor

Phone Number

You can request a hearing if you disagree with the reason why you were terminated from the Career Services Program. You have the right to bring a lawyer or anyone you choose to the scheduled hearing. To request an administrative hearing fill out the below request and mail:

**TO: Office of Administrative Hearings
PO Box 42489
Olympia, WA 98504-2489**

CAREER SERVICES PROGRAM ADMINISTRATIVE HEARING REQUEST

WorkSource you worked with:	Telephone Number/ Area Code ()	Social Security Number
Print your name	Signature:	Date:
<input type="checkbox"/> I am requesting an appeal because I disagree with being terminated and payments stopped.		